

Registered number: 02992726
Charity number: 1049364

MID NORFOLK MENCAP

(A Company Limited by Guarantee)

UNAUDITED

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

CONTENTS

	Page
Reference and Administrative Details of the Company, its Directors and Advisers	1
Chairman's Statement	2 - 3
Directors' Report	4 - 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Statement of Cash Flows	15
Notes to the Financial Statements	16 - 27

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY
FOR THE YEAR ENDED 31 MARCH 2021

Directors	P Sizeland (resigned 6 October 2020) J Gooch R Grout P Grout G Hayes E Jordan F Crowdy J Platten S Simpson (appointed 5 July 2021)
Company registered number	02992726
Charity registered number	1049364
Registered office	1A Tavern Lane Dereham Norfolk NR19 1PX
Accountants	ADP Accounting Limited Certified Accountants 19 Farrow Close Mattishall Norfolk NR20 3SZ

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

CHAIRPERSON'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The chairman presents their statement for the year.

We have had yet another year of coping with an unusual way of living and working. I am inspired by all of you, you have faced many challenges during the past year, members and people with a learning disability have had to accommodate many changes and restrictions, never faced before. I am also inspired by our staff all of whom have dedicated themselves to working tirelessly to keep our clients and each other safe. A big thank you must go to our staff at Merle Boddy House who worked through the residents and some staff having Covid 19, still able to be positive and keeping everyone upbeat. The Community staff who had to be furloughed and then come back to work unsure of the situations they would be facing. Jon, Anya, Debbie and Charlotte have kept pace with the ever changing Government guidelines making sure we comply with all the rules, during a situation they have never had to face before.

Our Family Carers group: by the time you read this our Family Carers Group should have been able to meet in person again, thank you for continuing the SMILES emails throughout, these have given us a much needed lift and kept us together.

As I write this we still do not have start dates for Gateway Club, Stepping Out, Saturday Club, Drop in, and a holiday playscheme. We also cannot arrange any Disco's as yet. We are mindful that we need to keep everyone and the venues we meet in safe, so we will be very cautious about this. The Sensory Room will be opening as soon as it is thought safe to do so.

To our dedicated Volunteers, we will need you all more than ever in the future please be ready to return to the various clubs and events with us when it is safe to do so.

My Fellow Trustees as ever you have all embraced the technology needed to fulfil the requirements of the Charity and I thank you for all of your hard work and dedication.

During this year we have welcomed Sarah Freeman to Tavern Lane, Sarah has taken over from Lorna who retired last year. We have a new Residential Services Manager Wendy Lea who replaced Steven Mills, and we welcome a new Trustee Sarah Simpson, I am sure many of you will meet them all face to face as Government restrictions start to lift.

It is with great sadness that I have to report the passing of Margaret Butcher, David Constable, Hazel Gill, Eric Hubbard, Linda Pentney and Cherie Steptoe, Cherie was a manager at Merle Boddy House many years ago.



Pat Grout

Chairperson of Trustees

Date: 10th September 2021

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Directors present their annual report together with the financial statements of Mid Norfolk Mencap for the year 1 April 2020 to 31 March 2021. The Annual Report serves the purposes of both a Directors' report and a directors' report under company law. The Directors confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The Management of the Charity is vested in its annually elected Board of Trustees, consisting of people with various skills, abilities and knowledge, our responsibility being considerable under the requirements of the Charity Commissioners, Company Law and the Care Quality Commission.

The day-to-day management being delegated to the General Manager and Senior Management Team.

The Charity continues to work in partnership with Norfolk County Council (Adult Learning Disability Service) as an approved provider of Residential Care and an accredited provider of Community Support Services for people with learning disabilities living independently.

Administration of the Charity is provided by our small office team based at 1A Tavern Lane, Dereham.

An essential part of the Charity's work is to support family carers by providing relevant information and seeking to understand the complex changes in legislation and the challenges we face due to the changing agenda of both central Government and Norfolk County Council. The Charity has a local campaigning role to improve services and to try to prevent a reduction in service provision. It also has to be alert to tendering for any new suitable service provision outsourced by the local authority.

The Charity is well supported by a considerable number of valued volunteers, including an active fundraising team and a well-informed membership.

Mid Norfolk Mencap is affiliated to Royal Mencap and also works in partnership with local organisations that can inform and support our work in the mid, south and north Norfolk areas.

In shaping our objectives for the year and planning our activities, the trustees confirm that in exercising their powers and duties they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

We endeavour to encourage all people with a learning disability within our community to take part in our charitable activities.

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities (continued)

The strategies employed to achieve the charity's aims and objectives are to:

- Present a broad range of activities for the enjoyment of our local community;
- Offer opportunities for people to get involved in activities exploring their own creative powers;
- Provide facilities for people to develop their independence and life skills.
- During the current pandemic suitable alternative support systems have been instigated where possible in line with Government guidance.

b. Activities undertaken to achieve objectives

Residential Services

We run a Care Quality Commission (CQC) registered ten bed residential home in Dereham for adults with learning disabilities under the management of a Registered Manager, with the Nominated Individual being the Chairperson, Pat Grout.

Community Support Services

We provide services to vulnerable people living in their own homes within the local community either by a contracted service from the local authority or by payment via Personal Budgets. Clearly this continues to be an important developmental area for the charity.

This service is CQC registered and managed by a Registered Manager, again with the Nominated Individual being the Chairperson, Pat Grout.

Charitable Services

We continue to provide various charitable services subsidised by our own fundraising efforts and donations.

c. Volunteers

The Charity is involved in the community and relies on voluntary help. Over 30 volunteers assist with running the charitable activities, enabling lower staff costs than would otherwise be the case. We wish to thank these volunteers for their loyal support and service.

d. Main activities undertaken to further the company's purposes for the public benefit

In shaping our objectives for the year and planning our activities, the trustees confirm that in exercising their powers and duties they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

The personal involvement of trustees in our services and activities enables direct feedback and informs the decision-making process.

Achievements and performance

a. Key performance indicators

The main financial performance indicators are bank balances and fund balances. These are monitored regularly by management and Trustees. These are increasingly challenged as the Local Authority funding bodies are operating under an ever tightening budget.

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities (continued)

b. Review of activities

The Community Support services have continued to grow over the past year.
The Charitable Services have had to adapt to needs and restrictions during the Covid 19 pandemic.

Our staff deserve credit and praise for their skilful and enthusiastic efforts to provide quality services to our service users under a tight budget and the additional demands of Covid 19.

Maintaining a balance between providing services that are safe and effective, and maintaining a financial balance is an ongoing challenge.

Residential Services — we have provided some respite care in our vacant room. We remain prepared to provide urgent residential care if requested and currently have two vacancies. We have also during the year provided interim support in the period that the Community Hub was closed.

We have had to postpone our plans to extend the kitchen and refurbish Merle Boddy House, although further important improvements have been carried out. The trustees have been considering wider options and these have to be included in a review of the residential service, currently being adopted in conjunction with Norfolk County Council Social Services. Progression on this has been further delayed due to Covid 19 however, we are working hard to draw a satisfactory conclusion to this.

A large proportion of the Norwich Mencap Donation will be used to fund some of this work once final decisions are made, with the remainder coming from our reserves.

The Residential Services Fund arises following a legacy from a former resident's family member. The fund is available to be used for any expenditure for the benefit of residents or enhancements of residential services. Once the building work is complete, we will use some of this fund to decorate and furnish the interior of the building.

Community Support — We have increasingly become an essential support service for people with predominantly learning disabilities living in the community. In addition to routine regular support we have also provided crisis support for these individuals and their families. This has resulted in an improved positive working relationship with other partner agencies.

Charitable Services — Unfortunately due to Covid 19 these services have been run at a restricted level but these will be opening as soon as it is thought safe to do so.

The Charitable Services ran at a small deficit (£664) and is funded by a transfer from unrestricted funds.

The Trustees continue to believe these services are essential, even though they are no longer funded by the local authority.

c. Investment policy and performance

The trustees, having regard to the liquidity requirements of operating the organisation, have kept available funds in interest-bearing deposit accounts and seek to achieve a rate on deposit which matches or exceeds inflation as measured by the retail prices index. Due to wider economic circumstances deposit rates have been depressed and so despite very low interest rates and due to the possible future developments requiring capital expenditure the trustees feel that the liquidity of cash deposits is of greater priority.

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

Financial review

a. Going concern

During the long history of the Charity, the trustees have always had a reasonable expectation that the company had adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. However, there have been multiple events in recent years that has given rise to a need to consider this more closely.

Despite the increasing pressure on public expenditure the trustees understand that the support from the local authority, Norfolk County Council, has increased in this financial year but not sufficiently to match the rate of inflation, National Living wage rises and pension responsibilities.

The Residential Service has suffered decreases of income due to a combination of events including a reduction in levels of funding following reviews and the inability of Norfolk Social Services to conduct and complete meaningful reviews in a timely manner. Increased demands by regulatory bodies has also increased costs of both staff and infrastructure. It is also the trustees clear and determined goal to continue to provide a safe environment, meaningful life, nutritionally sound diet and personal choice in the lives of those we care for.

To ensure that the reduction in our reserves is reversed the trustees have continued a series of urgent meetings with Norfolk County Council Social Services, identifying a named individual who will take the matters forward within the service, setting a tight timetable, agreeing goals for achieving a balanced budget for the charity as a whole by the end of the next financial year. This has been established within the restrictions of virtual contacts only due to Covid-19. However, this has not been met due to the difficulties in finalising negotiations with Norfolk County Council.

Further investigations are being undertaken to find further areas of savings across the whole organisation.

The principal funding sources of income to the organisation were: residential fees of £473,295, and community support fees of £280,584. The improved efficiencies recently introduced have reduced the shortfall on the day-to-day running of the organisation. The support of our partners continues to be essential to maintaining a varied programme of charitable activities. These services are not all self-supporting and rely on a mixed economy of funding, including an allocation from Mid Norfolk Mencap's unrestricted reserves to ensure a vibrant and comprehensive programme of activities.

b. Covid-19

The trustees have adopted Government Guidelines in all areas of it's operation, including all trustee meetings conducted virtually by Zoom, etc. Meeting frequency has been increased to deal with the rapidly changing circumstances of the disease and our financial circumstances.

We have received various grants throughout the year from Central Government, via Norfolk County Council, to offset costs incurred due to the Covid 19 regulations.

Staff worked from home where possible. Testing has been adopted as per guidance. Personal Protective Equipment has been purchased, distributed and staff and residents trained in it's use. All residents and staff are now fully vaccinated.

Support to residents and community support clients has been provided in the best way possible, working within the guidelines. Exercise and healthcare continue to be adapted where needed.

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Financial review (continued)

c. Our pricing policy

Our pricing policy reflects our strategy of enabling all within our community, whatever their means, to take part in our charitable activities. There are no concessions available as we keep our attendance fees at a minimum to all.

Our pricing policy for residential and community support services is restricted by the limits imposed by the local authority.

d. Reserves policy

Reserves are needed to bridge the gap between the spending and receiving of income and to cover contingency expenditure, including voids at our residential home, staffing costs and repairs.

The trustees consider that a level of 3 months running costs, and 2 voids for 6 months, is sufficient.

Total reserves as at 31 March 2021 were £709,531 (2020 - £698,471) of which £134,674 (2020 - £135,077) was restricted. The charity had unrestricted reserves of £574,857 as at 31 March 2021 (2020 - £563,394) of which £240,620 (2020-£225,167) is currently designated. The total value of fixed assets at 31 March 2021 was £239,928 (2020-£252,553) which leaves free reserves of £94,309 (2020-£85,674).

The experience of the last few years has emphasised the importance of adequate reserves.

A strategic review of our reserves has been carried out and the Trustees consider that one of the key benefits to the organisation is via the residential services which needs modernising. We have increased the office space at Tavern Lane and staffing to enable expansion of the Community Support services.

Structure, governance and management

a. Constitution

The company is constituted under a Memorandum of Association dated 9 July 2007 and is a registered charity number 1049364. It is a charitable company limited by guarantee.

The objects of the Charity are:

- The relief of people with a learning disability in particular by the provision of help and support for them and for their families, dependents and carers, and to promote the understanding and support of those with learning disabilities for the public benefit; and
- To provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their conditions of life.

Anyone can become a member of the Company and there are currently 103 active members, each of whom agreed to contribute £1 in the event of the charity winding up.

We now operate an annual membership subscription. This is to help provide the charitable services and to cover the administration costs in producing monthly communication and yearly detailed annual report.

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management (continued)

b. Methods of appointment or election of Directors

The management of the company is the responsibility of the Directors who are elected and co-opted under the terms of the Trust deed.

All members are circulated with invitations to nominate trustees prior to the AGM. When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed.

c. Organisational structure and decision-making policies

The board of trustees, which can have up to 14 members, administers the charity. The board normally meets every 6 weeks and there are sub-committees covering finance and audit, and personnel which also meet every 6 weeks. The governance and strategy sub-committees meet as and when required. The General Manager manages the day-to-day operations and the Finance Manager, Residential Services Manager and Public Relations and Office Manager, have delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and service activity.

d. Policies adopted for the induction and training of Directors

New trustees are offered an initial briefing on: their legal obligations under charity and company law, the Charity Commission guidance on public benefit, and inform them of the content of the Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During their induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training and events where these will facilitate the undertaking of their role.

e. Pay policy for key management personnel

The directors consider the board of directors, who are the charities trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. Details of directors' expenses and related party transactions are disclosed in the notes to the accounts.

The pay of the senior staff is reviewed annually and normally increased in accordance with average earnings. In view of the nature of the charity, the directors benchmark against pay levels in other health and social care organisations of a similar size. The remuneration benchmark is the mid-point of the range paid for similar roles. If recruitment has proven difficult in the recent past a market addition is also paid with the pay maximum no greater than the highest benchmarked salary for a comparable role.

f. Related party relationships

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with a service user or employee must be disclosed to the full board of trustees in the same way as any other contractual relationship with a third party.

g. Financial risk management

The directors have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that the systems and procedures are in place to mitigate our exposure to the major risks.

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management (continued)

The trustees have a risk management strategy which comprises:

- An annual review of the principal risks and uncertainties that the charity face;
- The establishment of policies, system, and procedures to mitigate those risks identified in the annual review; and
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, and active management of trade debtors and creditors balances to ensure sufficient working capital by the charity.

Attention has also been focused on non-financial risks arising from fire, health and safety and food hygiene and maintaining regulatory approval with CQC and Quality Assurance in line with the Care Act. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place and regular training for staff working in operational areas.

h. Information on fundraising practices

The charity does not externally fundraise. There have been no complaints in the year received by the charity about activities undertaken by the charity or by a person on behalf of the charity, for the purpose of fundraising.

Plans for future periods

The strategic committee continue to work on a rolling annual plan.

A major financial concern for the organisation will be ongoing financial sustainability with the effective reduction in funding.

In the next 12 months, the trustees anticipate:

- Continuing discussions with Norfolk County Council Social Services to overcome the delays in establishing correct funding levels for residents. Further discussion also to identify the most cost effective way to structure our residential care service.
- Continue to focus on improvements to our residential home
- Filling voids at the residential home
- Expanding the community support services
- Reopening Charitable Services.

Statement of Directors' responsibilities

The Directors (who are also the directors of the company for the purposes of company law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year. Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period.

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Statement of Directors' responsibilities (continued)

In preparing these financial statements, the Directors are required to :-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Directors and signed on their behalf by:



P Grout, Chairperson

Date: 10th September 2021

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Independent Examinees Report to the Directors of Mid Norfolk Mencap ('the company')

I report to the charity Directors on my examination of the accounts of the company for the year ended 31 March 2021.

Responsibilities and Basis of Report

As the Directors of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145-5 (b) of the 2011 Act.

Independent Examiner's Statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act;
or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the company's Directors, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Directors those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Directors as a body, for my work or for this report.

Signed:

Dated:

Pauline Street ACCA FMAAT
ADP Accounting Ltd
19 Farrow Close
Mattishall
Norfolk
NR20 3SZ

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	2	12,130	3,632	15,762	8,038
Charitable activities	3	765,365	0	765,365	740,405
Investments	4	3,881	3	3,884	4,882
Total income		781,377	3,635	785,011	753,325
Expenditure on:					
Charitable activities		769,250	4,702	773,951	863,020
Total expenditure		769,250	4,702	773,951	863,020
Net expenditure		12,127	-1,067	11,060	-109,695
Transfers between funds	14	-664	664	0	0
Net movement in funds		11,463	-403	11,060	-109,695
Reconciliation of funds:					
Total funds brought forward		563,394	135,077	698,471	808,166
Net movement in funds		11,463	-403	11,060	-109,695
Total funds carried forward		574,857	134,674	709,531	698,471

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 16 to 27 form part of these financial statements

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	10		239,928		252,553
Investments	11		<u>97,495</u>		<u>172,212</u>
			337,423		424,765
Current assets					
Debtors	12	17,181		26,508	
Cash at bank and in hand		<u>372,773</u>		<u>285,618</u>	
		389,954		312,126	
Creditors: amounts falling due within one year					
	13	<u>-17,847</u>		<u>-38,420</u>	
Net current assets			372,108		273,706
Total net assets			<u>709,531</u>		<u>698,471</u>
Charity funds					
Restricted funds	14		134,674		135,077
Unrestricted funds	14		574,857		563,394
Total funds			<u>709,531</u>		<u>698,471</u>

The company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Directors and signed on their behalf by:



P Grout, Chairperson

J Gooch



Date: 10/9/21

The notes on pages 16 to 27 form part of these financial statements

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Cash flows from operating activities		
Net cash used in operating activities	<u>9,475</u>	<u>-58,295</u>
Cash flows from investing activities		
Interests from investments	3,884	4,826
Purchase of tangible fixed assets	-921	-62,970
Net cash (used in)/provided by investing activities	<u>2,963</u>	<u>-58,144</u>
Cash flows from financing activities		
Interest capitalised	-1,558	-2,925
Net cash used in financing activities	<u>-1,558</u>	<u>-2,925</u>
Change in cash and cash equivalents in the year	10,880	-119,364
Cash and cash equivalents at the beginning of the year	285,618	404,982
Transferred to correct investments b/fwd	76,275	
Cash and cash equivalents at the end of the year	<u><u>372,773</u></u>	<u><u>285,618</u></u>

The notes on pages 16 to 27 form part of these financial statements

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1) Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: preparing their accounts in accordance with the Financial Reporting Standard Statement of Recommended Practice applicable to charities applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Mid Norfolk Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Directors named on page 1.

1.3 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably.

In accordance with the Charities SORP (FRS102), the general volunteer time of the Friends is not recognised and refer to the Directors' Report for more information about their contribution.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the company which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity.

Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support and governance costs.

1.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1) Accounting policies (continued)

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is provided on the following bases:

Leasehold property improvements	- Depreciated over 6 years (lease term)
Motor vehicles	- 5-10 years straight line
Fixtures and fittings	- 5 years straight line

1.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of Financial Activities.

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

1.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

1.11 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1) Accounting policies (continued)

1.12 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

2) Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations	12,130	3,632	15,762

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Donations	3,342	4,696	8,038

3) Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Incoming resources	765,365	0	765,365

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Incoming resources	729,150	11,255	740,405

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

	2021	2020
	£	£
Residential income	390,614	496,604
Service users	11	11,040
Grants	0	1,153
Covid related	113,153	0
Catering/Refreshments	0	2,068
Community support	259,109	208,868
Misc	2,478	14,617
Room hire	0	6,055
	<u>765,365</u>	<u>740,405</u>

4) Investment income

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Investment income	<u>3,881</u>	<u>3</u>	<u>3,884</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Investment income	<u>4,866</u>	<u>16</u>	<u>4,882</u>

5) Analysis of incoming resources by department

	2021 £	2020 £
Merle Boddy House (MBH)	472,395	500,309
Office	10,863	7,702
Dereham Drop in (No.33)	0	4,341
Family Carers Group	0	607
Dereham & District Gateway Club	2	4,295
Saturday Clubs	100	2,225
Playscheme	0	200
Fundraising	580	3,433
Presidents Fund	12,000	
Friends of MBH	3106	491
Stepping Out Club	0	1,397
Cromer Drop In	1,761	4,123
Sensory Room Project	427	2,411
Community Support	280,584	219,144
North Norfolk	1,761	2,647
	<u>783,579</u>	<u>753,325</u>

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

6) Analysis of Charitable Activities by expenditure type

	Staff Costs	Depreciation	Other	Total
	2021	2021	Costs	funds
	£	£	2021	2021
			£	£
Merle Boddy House	346,756	6,025	125,668	478,448
Office	83,333	815	41,029	125,177
Dereham Drop in (No.33)	387		30	417
Family Carers Group			-63	-63
Dereham & District Gateway Club			110	110
Saturday Clubs			6	6
Playscheme			30	30
Fundraising			385	385
Friends of MBH			768	768
Stepping Out Club			222	222
Cromer Drop In			10	10
Sensory Room Project		3,142	0	3,142
Community Support	137,296	3,564	24,380	165,240
North Norfolk			60	60
	567,771	13,546	192,635	773,951

	Staff Costs	Depreciation	Other	Total
	2020	2020	Costs	funds
	£	£	2020	2020
			£	£
Merle Boddy House	385,287	6,025	96,598	502,396
Office	80,777	5593	50,494	131,271
Dereham Drop in (No.33)	4,341		4,339	8,680
Family Carers Group			513	513
Dereham & District Gateway Club			5,442	5,442
Saturday Clubs	2,727		2,028	4,755
Playscheme	456		167	623
Fundraising			1,515	1,515
Friends of MBH			741	741
Stepping Out Club		-	1,653	1,653
Cromer Drop In	3,454		2,269	5,723
Sensory Room Project		3142	5,215	5,215
Community Support	138,543	5751	48,417	186,960
North Norfolk			2,498	2,498
Merle Boddy House improvements			5,035	5,035
	615,585	20,511	226,924	863,020

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

7) Independent examiner's remuneration

	2021 £	2020 £
Fees payable to the company's independent examiner of the company's annual accounts	<u>3,260</u>	<u>4,290</u>

8) Staff costs

	2021 £	2020 £
Wages and salaries	518,899	564,868
Social security costs	27,901	31,100
Contribution to defined contribution pension schemes	20,971	19,617
	<u>567,771</u>	<u>615,585</u>

Included within the above is £42,570 (2020: £51,152) of agency costs.

The average number of persons employed by the company during the year was as follows:

	2021 No.	2020 No.
Residential and Day Centre	26	31
Administration	4	4
	<u>30</u>	<u>35</u>

No employee received remuneration amounting to more than £60,000 in either year.

The charity considers its key management personnel comprises the trustees and four department managers. The total employment benefits including employer pension contributions of the key management personnel were £102,067 (2020: £108,878).

9) Directors' remuneration and expenses

During the year, no Directors received any remuneration or other benefits (2020 - NIL).

During the year ended 31 March 2021, no Director expenses have been incurred (2020 - NIL).

MID NORFOLK MENCAP
(A Company Limited by Guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

10) Tangible fixed assets

	Freehold property £	Short-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
Cost or valuation					
At 1 April 2020	195,000	55,214	46,112	31,875	328,201
Additions				921	921
At 31 March 2021	195,000	55,214	46,112	32,796	329,122
Depreciation					
At 1 April 2020		34,011	35,261	6,376	75,648
Charge for the year		4,241	2,746	6,559	13,546
At 31 March 2021	0	38,252	38,007	12,935	89,194
Net book value					
At 31 March 2021	195,000	16,962	8,105	19,861	239,928
At 31 March 2020	195,000	21,203	10,851	25,499	252,553

11) Long term cash deposits

	Other fixed asset investments £
Cost or valuation	
At 1 April 2020	172,212
Transfer to current account	-76,275
Interest reinvested	1,558
At 31 March 2021	97,495
Net book value	
At 31 March 2021	97,495
At 31 March 2020	172,212

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

12) Debtors - Due within one year

	2021	2020
	£	£
Trade debtors	4,989	13,644
Prepayments and accrued income	12,192	12,864
	<u>17,181</u>	<u>26,508</u>

13) Creditors: Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	6,605	15,040
Other taxation and social security	0	6,223
Other creditors	0	2,218
Accruals and deferred income	11,241	14,939
	<u>17,847</u>	<u>38,420</u>

14) Statement of funds

Statement of funds - current year

	Balance at 1 April 2020	Income	Expenditure	Transfers In/Out	Balance at 31 March 2021
	£	£	£	£	£
Unrestricted funds					
Designated funds					
Norfolk Development Fund	225,167	1,761	-60		226,868
Cromer Drop in		1,761	-10		1,751
Presidents Fund		12,000			12,000
	<u>225,167</u>	<u>15,523</u>	<u>-70</u>	<u>0</u>	<u>240,620</u>
General funds					
Reserves	338,227	764,422	-769,250	-664	332,735
Total Unrestricted funds	<u>563,394</u>	<u>779,945</u>	<u>-769,320</u>	<u>-664</u>	<u>573,355</u>
Restricted funds					
Norwich Mencap Donation	51,464				51,464
Dereham & District Gateway Club	5,632	2	-110	-410	5,114
Friends of MBH	2,186	3106	-768	95	4,619
Sensory Room Project	10,074	427	-3,142		7,359
Stepping Out Club	150	0	-222	532	460
Family Carers Group	2,210	0	63		2,273
Residential Services Fund	63,361				63,361
Dereham Drop in (No.33)		0	-417	417	0
Saturday Clubs		100	-6		94
Playscheme		0	-30	30	0
Total Restricted funds	<u>135,077</u>	<u>3,635</u>	<u>-4,632</u>	<u>664</u>	<u>134,744</u>
Total of funds	<u>698,471</u>	<u>783,579</u>	<u>-773,951</u>	<u>0</u>	<u>708,099</u>

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

14) Statement of funds (continued)

The Norfolk Development designated fund was established using the funds received from Royal Mencap upon cessation of North Norfolk Mencap. These funds are unrestricted however, the trustees have designated these funds with the intention that they are used for the benefit of Norfolk residents.

The Residential Services Fund arises following a legacy from a former residents family member. The fund is available to be used for any expenditure for the benefit of residents or enhancements of residential services. Once the building work is complete we will use some of this fund to decorate and furnish the interior of the building.

Statement of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers In/Out £	Balance at 31 March 2020 £
Unrestricted funds					
Designated funds					
Norfolk Development Fund	226,618	2,647	-2,498	-1,600	225,167
Cromer Drop in		4,123	-5,723	1,600	
	<u>226,618</u>	<u>6,770</u>	<u>-8,221</u>	<u>0</u>	<u>225,167</u>
General funds					
Reserves	442,108	730,588	-827,177	-7,292	338,227
Total Unrestricted funds	<u>668,726</u>	<u>737,358</u>	<u>-835,398</u>	<u>-7,292</u>	<u>563,394</u>
Restricted funds					
Norwich Mencap Donation	51,464				51,464
Dereham & District Gateway Club	6,779	4,295	-5,442		5,632
Friends of MBH	2,436	491	-741		2,186
Sensory Room Project	12,878	2,411	-5,215		10,074
Stepping Out Club	406	1,397	-1,653		150
Family Carers Group	2,116	607	-513		2,210
Residential Services Fund	63,361	-			63,361
Dereham Drop in (No.33)		4,341	-8,580	4,339	
Saturday Clubs		2,225	-4,755	2,530	
Playscheme		200	-23	423	
	<u>139,440</u>	<u>15,967</u>	<u>-27,322</u>	<u>7,292</u>	<u>135,077</u>
Total of funds	<u>808,166</u>	<u>753,325</u>	<u>-863,020</u>		<u>698,471</u>

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

15) Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	225,167	15,523	-70	0	240,620
General funds	338,227	764,422	-769,250	-664	332,735
Restricted funds	135,077	3,635	-4,632	664	134,744
	<u>698,471</u>	<u>783,579</u>	<u>-773,951</u>	<u>0</u>	<u>708,099</u>

Summary of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Designated funds	226,618	6,770	-8,221		225,167
General funds	442,108	730,588	-827,177	-7,292	338,227
Restricted funds	139,440	15,967	-27,622	7,292	135,077
	<u>808,166</u>	<u>753,325</u>	<u>-863,020</u>	<u>0</u>	<u>698,471</u>

16) Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	239,928		239,928
Fixed asset investments	97,495		97,495
Current assets	255,281	134,674	389,954
Creditors due within one year	-17,847		-17,847
Total	<u>574,858</u>	<u>134,674</u>	<u>709,531</u>

Analysis of net assets between funds -prior period

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	252,553		252,553
Fixed asset investments	172,212		172,212
Current assets	177,049	135,077	312,126
Creditors due within one year	-38,420		-38,420
Total	<u>563,394</u>	<u>135,077</u>	<u>698,471</u>

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

17) Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income for the period (as per Statement of Financial Activities)	11,060	-109,695
Adjustments for:		
Depreciation charges	13,546	20,511
Interest	-3,884	-4,826
Decrease/(Increase) in debtors	9,327	12,567
Increase/(decrease) in creditors	-20,573	23,148
Net cash provided by/(used in) operating activities	<u>9,475</u>	<u>-58,295</u>

18) Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	372,773	285,618
Total cash and cash equivalents	<u>372,773</u>	<u>285,618</u>

19) Analysis of Net Debt

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	285,618	-87,155	218,463

20) Pension commitments

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £20,971 (2020: £19,617).

MID NORFOLK MENCAP
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

21) Operating lease commitments

At 31 March 2021 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Amounts payable Land and Buildings		
Within 1 Year	15,000	3,125
Between 1 and 5 years	60,000	
Over 5 years	3,750	
	<u>78,750</u>	<u>3,125</u>
	2021 £	2020 £
Amounts payable Other		
Within 1 Year	2,912	2,912
Between 1 and 5 years	3,327	6,863
	<u>6,239</u>	<u>9,775</u>

22) Related party transactions

In the year, children of certain trustees attended activities or were residents at Merle Boddy House. Payment for these services was at the same rates as for other attendees.

The daughter and step daughter of R Grout and P Grout (both trustees) is employed by the charity, at the same pay scales used for other employees.